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THE RELATIONSHIP BETWEEN ARCHIVAL AGENCIES AND LIBRARIES¹

I APPEAR on your program through tolerance rather than through right since, by training and experience, I am what is loosely called a humanist, and more loosely, I expect, a librarian. Since, however, I act in an administrative capacity in an institution concerned in handling both archival and library material, I am presumed to have some knowledge of problems common to both, and it is on this presumption, perhaps, that I have been asked to talk to you concerning the relationship between librarians and archivists. In order to be impersonal, however, I am going to limit my discussion, in theory, to the relationship between archival agencies and libraries.

Despite the fact that I have many friends in this group, and despite the fact that I consider the growth of your association to be one of the significant facts of scholarship in the last decade, I will be disappointed if I do not succeed in raising questions in your mind before I am through, for I am in disagreement with many limitations you have imposed upon yourself, and this is my first opportunity to tell you why. If I offend, please believe, however, that, even as Peter Quince, I do so only with my right good will.

I first wish to speak of what seems to me to be the indissoluble connection between archival agencies and libraries, a connection that cannot be severed without grave danger. It is of course true that a library can exist without being an archival agency, but likewise it is true that no archival collection serves a useful purpose unless there is a library to supplement it. When an archival agency is not affiliated with a library, it must attempt to build one up within its own walls, a task which many times it is not prepared to undertake. The fact that libraries and archival agencies must co-exist in close relationship to be useful would seem much too obvious to argue, but I think that there is a definite lack of understanding that this is so, a lack of

¹ An address delivered at the sixth annual meeting of the Society of American Archivists, at Richmond, Virginia, on October 27, 1942.

understanding largely stemming from the fact that archivists are loath to admit the change that takes place in material in that period in which the material loses the immediate purpose for which it was created, and becomes what is usually termed a noncurrent record.

When a group of noncurrent records reaches an archival agency for custody, it is not the common thing for it again to be referred to for its record status. To be sure such references are made, but mainly to well established series of prime legal importance. The larger part of the collection becomes, however, a body of source material held for its educational value to posterity. The older the record becomes, the more true this statement. When its value as a record is replaced by its value as a piece of subject information, it is very definitely open to question whether such material should be filed and housed in the order in which received or even with material from the same agency of file. *Respect pour les fonds* under these conditions may become a serious impediment to the use and hence to the value of the record, and frequently blocks the way to subject approach. I am sure that you will agree with me when I say that the fond frequently cannot be adequately determined in cases where the office of filing was an improvisation to meet an unusual need at the time of filing. This is not to say that all archival series should be ignored for the purpose of arrangement and cataloguing in any archival agency, but it is to emphasize the fact that there must be a subject approach to archival material if it is to warrant the effort to keep it. The question of how archival collections are to be arranged is merely a question of how they can be made most useful.

The fact that most inquiries to an archival agency ask for specific subject information is, then, the main reason why an archival agency must co-exist with an adequate library. In the realm of my own experience, it has been demonstrated over and over that inquiries must be referred to both our archives division and our general library division in order to be answered properly. The answer that either might give alone would often be far from complete. Since the printed source and the archival source supplement each other and must be used in conjunction, it is reasonable to assume that the approach to both classes of material should have a similarity, which in turn means that the arrangement of both classes of material should be as nearly alike as possible. This, of course, does not mean that a library classification may be laid down over an archival collection, or that library

cataloguing can be used without modification, but it does mean that many library practices are both useful and necessary in the administration of archival collections.

Since the dictionary card catalogue has been widely accepted in both library and archival agencies, there is no question, I believe, that its use represents the best practice. Furthermore, there can be little doubt that author entry and office of file entry, as different as they are in certain ways, are the best approach to the two types of material. The latter is used widely both for archival and printed material and is not a peculiarity of archival cataloguing. Printed bibliographies of both state and federal documents would bear examination as to the principles that have there been followed. There is, however, one field of library practice that is less familiar, perhaps, to archivists than any other field, the technique of which would make profitable studying. This is the field of serial cataloguing.

What you as archivists term series are closely approximated by what a librarian terms a serial or continuation which is represented in its most simple form by a file of magazines. The handling of this material by libraries has in recent years been the object of close study, and substantial contributions have been made to existing systems of recording and filing. The archival series, with its continuing file of papers, reports, documents, and correspondence from or to an agency and its subdivisions, with its varied problems of transfer of function from agency to agency has its duplicate problem in the field of serials with all their vagaries of sub-serials, irregularities of publication, and change of corporate author and title. So closely may the parallel between the two be drawn, particularly in the field of government documents, that a course in library serial recording would doubtless be of much value to the archivist. Library practice in the drawing of analytical cards whereby serials are broken down into their component parts, whether these be monographic or sub-serial in character, makes use of precisely the same techniques as an archivist needs in order to list properly the component parts of an archival series, and provides further a framework of tested principles which should not be disregarded.

When it is realized that archival material, in general, consists of documents which have escaped the accident of publication, and that any archival series, after printing, may be catalogued by libraries without difficulty, the relationship between the handling of printed

books and archives becomes more apparent. The middle ground of the printed government document, which may be claimed with equal propriety by both the librarian and the archivist as an integral part of their collections, is one of the best arguments I know for a close relationship between the two agencies, and the prevention of needless overlapping and duplication. The theory that there exists a necessity, stronger in archival cataloguing than in library cataloguing, for setting out the full history of agencies and their transfer of functions is, I believe, untenable. Library cataloguing, while allowed certain short cuts, must always trace the full history of an agency on its authority cards, if it is to approach cataloguing intelligently. The library which houses and catalogues the documents of a government is, consequently, a better source for the history and development of that government than a sister archival agency where cataloguing is undeveloped.

In the field of classification there likewise exists, or should exist, a close similarity between library and archival practice. Subject classification for libraries is, of course, a relatively modern invention and not without certain disadvantages in a complex collection. In the field of the printed serial concerned with a variety of widely divergent matter, subject classification can hardly be said to exist. As far as I know, subject classification for archival material has never had an open advocate. All classification is, however, primarily a finding medium and secondarily a subject arrangement. Given any classification, comprehensive in nature and capable of expansion, the full demand of the enquirer may be met if that collection has an adequate subject approach. An archival classification scheme must be made independently for every archival agency just as a library classification scheme must be expanded independently for every library making a full collection of printed documents. It seems to me a matter of small consequence whether archivists or librarians study any particular scheme of classification if they have a thorough familiarity with methods of evolving and expanding schemes in general. Here they are both concerned with the same principles, and here both may learn from the same sources.

The printed document is, of course, not the only point where archival and library collections overlap in such a manner as to make their integration necessary. Every archival collection has within its files a variety of printed material largely made up of enclosures and

exhibits. Frequently they comprehend exceedingly valuable and even unique pieces which are bibliographically and historically of the greatest importance. Their frequent absence from library collections makes it necessary that they be made available to the scholar. If they are not to be removed from the archival group of which they form a functional part, the archivist is faced with the necessity of making a description of them and their location. Because of their importance, such a description should be correctly and efficiently made, which presupposes, on the part of the archivist, a detailed knowledge of bibliographical technique. These items comprise not only broadsides, but pamphlets, maps, newspapers and books, and, in some cases, are so extensive that where a library and an archival agency exist as part of the same institution it seems reasonable to allow the archives to have control of all material of a similar group regardless of its original archival character.

Let us suppose, for example, that a state archival agency and a library are administered as a unit, and that this unit owns a large collection of important private papers and manuscripts. It would be absurd under such conditions to set up separately a manuscript division to handle this material and deny its housing to the archival division because it was strictly not of state archival character. Even if the archival agency existed as a separate institution, it could hardly refuse to accept such a collection. Again in this modern period of photography the question of certified records is a case in point. It seems doubtful that an archival agency would refuse to house the photographic copies of archival records even if the government of which it was a part had no law allowing their admission in legal matters as evidence. If they made such an acceptance, they could hardly be expected to refuse admission to copies of other material of a more limited archival nature. These cases may be expanded and multiplied to such a degree that I do not believe it possible for anyone to contend logically that an archival agency must remain solely the custodian of official records. To maintain dogmatically such an attitude is to stultify both the material and the institution. Even as the archival agency houses printed material not created as archives but attached as archival exhibits, so it must also house material with no official archival status. To exist merely as a depository of limited scope is to hinder and not to expedite the use of any records which may be preserved.

By reason of this, it seems to me that there are certain things which an archivist should not be, and certain things which have no place in archival training. I do not believe that an archivist should be either a social scientist or a history professor on vacation. That he should have what has been termed the "historical approach" is correct, but this approach is the common property of all scholars. Further I do not believe that the archivist should be a statistician, a museum curator, or even a glorified clerk of a court of record. This, of course, is not to deny that those who follow any of these professions might not become exceptional archivists with the necessary additional training. I do believe, however, that an archivist should be an administrative official in the broad field of education, subject minded, with a technical training in the fields of records and record making, as well as a sound basic training in the principles of cataloguing and bibliography. Essentially, he is, even as the librarian, a custodian of knowledge and not of records.

RANDOLPH W. CHURCH

Virginia State Library

RESTORATION METHODS¹

RESTORATION of documents and records by the process of sealing them between thin sheets of plastic foil is being more and more recognized and used in archival establishments throughout the United States as the accepted method of treating such material, and there has come into being a considerable body of information on the subject, much of it quite technical in character. The purpose of this paper is to recapitulate these findings and to add information from studies of my own, not heretofore printed, on processes for arresting deterioration before it reaches an advanced stage.

It has been recognized by chemists for a number of years that acidity in paper is the chief cause of brittleness found in many documents. This acidity arises from chemical changes within the paper itself as well as from conditions of storage. It is possible to measure the degree of this acidity by laboratory tests and to rate it according to a standardized scheme technically known as pH values. These are expressed as logarithms ranging from 1 to 7, a low pH representing a high acid content. Samples of badly deteriorated papers which I have tested have been found to be very acid, with a pH as low as 3.1, and similar findings have been reported by the National Bureau of Standards and the U. S. Department of Agriculture.

Acidity, if allowed to remain, not only continues the destruction of the paper but contaminates and weakens any cellulosic material used to strengthen it. Obviously some non-injurious method of neutralizing the acid seems to be called for, but early experiments along these lines were discouraging because the acid condition had a tendency to recur. However, the discovery of the fact, through tests conducted by various U. S. agencies as well as by Messrs. Torrey and Sutermeister of the S. D. Warren Company, that certain old papers probably manufactured in a limestone region seemed to owe their remarkable preservation to the presence of calcium carbonate in them pointed the way to a method of neutralization which prevented acid recurrence.

As developed in my laboratory, this process consists of passing the document to be treated through two solutions, allowing it to remain for about twenty minutes in each. The first is a solution of 0.15 per cent calcium hydroxide which effectively neutralizes the

¹ A paper read at the sixth annual meeting of the Society of American Archivists, at Richmond, Virginia, October 27, 1942.

acid, and the second is a solution of approximately 0.20 per cent calcium bicarbonate which carbonates the excess hydroxide and precipitates calcium carbonate into the fibers of the paper. The precipitated calcium carbonate not only has a stabilizing effect upon the cellulose fiber, but also acts as a buffer against the absorption of any acid at a later time. Tests conducted by Messrs. Shaw and O'Leary of the National Bureau of Standards indicate that calcium carbonate used as a filler exerts a beneficial effect upon the stability of papers made of rag, sulfite, and soda pulp. Mr. A. R. R. Westman of the Ontario Research Foundation has concurred in these findings in his study of the use of alkali earth metal carbonates in making a non-tarnishing paper for wrapping metals.

Documents should be treated for acidity before restoration by any method is attempted, and the restoration process itself should be free of any factors that would tend to renew this condition. The two principal methods of restoration employed at the present time, silking and lamination with cellulose acetate foil, are described below in this light.

The silking process consists of using a starch paste to attach to each side of the document a coarsely woven piece of silk cloth. This greatly increases the document's physical strength for a few years, but many archivists have reported that the silk usually deteriorates within eighteen to twenty-five years to such an extent that the document must be again restored. Documents thus treated are still susceptible to attack by micro-organisms and insects, the acidity of the paper is increased by the alum in the paste, and the deterioration of the silk will adversely affect the paper.

Lamination with cellulose acetate foil was originally advocated by the National Bureau of Standards which found through tests that this material makes a suitable protective covering since it possesses many satisfactory qualities. It is relatively permanent and strong and is resistant to bacteria, fungi, insects, and the passage of gases. Its transparency permits the passage of ultra-violet and infra-red rays and is no bar to photography. Further, it is relatively inexpensive. The suggestion of the bureau that adhesion could be obtained by heating and pressing the thermoplastic foil into the pores of the paper by a steam heated hydraulic press was first adopted by the National Archives, which has nothing but favorable reports on the process after some years use.

One of the best comparisons between silking and lamination that has been made was done by Dr. S. N. Sen, keeper of the records of the government of India, who with the archaeological chemist of India concluded, after examining all available evidence, that the lamination process was a superior method worthy of adoption. His findings likewise stressed the fact which had been before stressed by the National Bureau of Standards that cellulose acetate is a far different product than cellulose nitrate which is unstable and injurious to paper. This is worth stressing because there is still a tendency to confuse the two.

A laminator which is less costly to install than the steam heated hydraulic press has been developed in my shop. It consists of two electrically heated thermostatically controlled metal plates which pre-heat the material to be laminated. Compression is applied by passing the material from a heating unit between two revolving calender rolls which have a pressure range from 300 to 2,000 pounds per square inch. A complete cycle of heating and pressing requires only about thirty-five seconds. Major advantages of this process, for which patents have been granted, consist of the facts that no artificial cooling is required and that pressure by rollers eliminates the entrapment of air between the document and the foil.

A further modification of the process by the use of a sheet of high grade tissue on the outside of the cellulose acetate foil has been found to produce a much stronger product than that laminated with foil alone. With this addition, the folding endurance for newspaper is increased about twelve times and tearing resistance about four times. Binding margins are likewise easily formed by this method.

The superior results obtained by laminating paper after treatment for acid have been demonstrated in my own laboratory by testing samples of eighteenth century deteriorated papers before and after treatment by various processes. Among a group of these, some were silked, some laminated without treatment for acid, and others laminated after acid neutralization. Upon subjection to accelerated aging tests by baking for seventy-two hours at 100 degrees centigrade, it was found that the silked papers had lost 52 per cent of their folding endurance, those laminated but not treated for acid had lost 31 per cent while those laminated with the acid neutralized had lost but 5 per cent and had no increase in acidity.

A complete program for restoration embodying acid neutraliza-

tion and lamination with high grade tissue and foil is being used with my type of equipment at the Archives Commission, Dover, Delaware; the Hall of Records, Annapolis, Maryland; the Department of Archives and History, Atlanta, Georgia; and in my own shop which does considerable work for the state of Virginia. So far as I have been able to determine, satisfactory results have been obtained in all cases.

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W. J. BARROW

Virginia State Library

PAPERS, CARBONS, AND RIBBONS¹

SELECTION of physical materials used in the making of records should be a subject of particular interest to persons having custody of records and charged with their preservation. The custodian of records soon observes that many record problems are beyond his control since they originated at the time the records were created. One such problem concerns the paper, carbons, and ribbons employed in modern record making. If the custodian of records could encourage record makers to avail themselves of knowledge that would lead to the selection of proper writing materials used in creating records it would undoubtedly decrease the burden of preservation that rests squarely on his shoulders. Experience has shown that such knowledge would also promote economy. In the belief that such information will assist the custodian of records in advising the record maker I shall discuss briefly some points pertinent to the selection of paper, carbons, and ribbons for record purposes.

Before suitable writing materials can be selected for record purposes it is necessary to establish clearly the use requirements of the record. All records can be classified as either permanent or transitory and it must be decided at the outset into which of these two classes the record will fall.

The most important factor to be considered in the selection of paper for a permanent record is naturally its degree of permanence. According to the Permanence and Durability Committee of the Technical Association of the Pulp and Paper Industry, "permanence is the degree to which a paper resists chemical action which may result from impurities in the paper or agents from the surrounding air." The ability of a paper to resist natural aging depends upon the chemical purity of the paper components and the care taken in the various manufacturing operations, as well as the sources of paper fiber. Some paper technologists are of the opinion that paper made of chemically purified wood fibers exhibits equal longevity with rag fiber paper, assuming equal care in production. Manufacturers of rag paper point to research that indicates superiority of rag fibers over purified wood in resistance to degradations. Until the controversy is positively settled it is safe to recommend that 100 per cent rag paper be used for permanent record purposes. It is a simple

¹ A paper read at the sixth annual meeting of the Society of American Archivists, Richmond, Virginia, October 27, 1942.

matter to procure specifications for such paper from paper trade journals or organizations concerned with the technology of papers.

The factor next in importance to permanence is generally durability. Durability as defined by the Permanence and Durability Committee of the Technical Association of the Pulp and Paper Industry is, "the degree to which a paper retains its original qualities under continual usage." This factor is concerned with the physical strength tests such as folding endurance, bursting, and tensile strength tests. Including minimum requirements for these tests in the specifications for paper will insure procurement of paper possessing the desired durability.

Stiffness or rigidity of paper is gauged by the substance or weight of the paper and can be selected to fit the particular requirements.

In considering paper for records of transitory value, care should be exercised to select a paper that is no more than adequate for the needs of the record. There is considerable doubt that paper composed of a mixture of rag and chemically purified wood fibers exhibits greater longevity than papers composed solely of chemically purified wood fibers. With this in mind, and since permanence is not the determining factor, it would seem not only logical but economical to select paper composed of chemical wood for transitory records.

A recent survey conducted in the National Archives to investigate possible economies that might be affected in the purchase of paper for forms, correspondence, staff circulars, and other records indicated that too little consideration had been given to the use requirements of the record when the paper was selected for it. Analysis of the use requirements of the various records and the selection of the most suitable type paper resulted in an estimated saving of 25 to 30 per cent. This saving is being realized and yet the use requirements of the various records are completely satisfied.

Additional economies can be realized by adapting the size of a record to the stock sizes of paper. The stock sizes of American made paper are given in a Department of Commerce publication entitled "Paper (Basis Sheet Sizes)" and numbered R-22-40. If the stock size of the desired paper is a multiple of the size of the record, waste will be eliminated and the saving passed on to the purchaser. Such a practice is heartily endorsed by both the Department of Commerce and members of the paper industry.

A great portion of modern records being created in various or-

ganizations in the world are prepared with carbon papers and typewriters. These media of duplication are used so extensively that their manufacture has become a large and highly specialized industry. Carbon papers and typewriter ribbons that employ carbon black for ink base display a fine degree of permanence. They are not materially affected by light or water. One of the objections to records produced by carbon paper is the smudging effect that often occurs when the record is handled a great deal. The Division of Repair and Preservation of the National Archives investigated this problem and developed a remedy for it. The following treatment is suggested to prevent smudging: Mix 25 grams of corn starch with a small amount of cold water and add this to a liter of boiling water. When the solution has cooled for a few minutes this should be poured into a photographic tray and the paper to be treated saturated with this solution, drained, blotted on the reverse side and set aside to dry. When nearly dry it may be flattened and dried by the application of heat and pressure.

Since carbons and ribbons capable of transmitting permanent impressions are procurable, the record maker has only to decide what the use requirements of the record are and satisfy them.

From this brief discussion we can draw several conclusions, namely,

1. It is possible to select paper, carbons, and ribbons that will satisfy the needs of all records both permanent and transitory.
2. Economies can be realized without sacrificing any of these use requirements.
3. The record maker has the power to make these selections and by proper selection decrease some of the problems of the custodian who is charged with the preservation of records.

Whether or not it is within the scope of the custodian's responsibilities to promulgate this information to record makers is not an issue to be discussed in this paper but such a move would be most progressive and extremely worthwhile.

W. EDWARD KEEGAN

The National Archives

CURRENT ASPECTS OF RECORDS ADMINISTRATION¹

THE ARCHIVIST'S CONCERN IN RECORDS ADMINISTRATION

CONSIDER the archivists of the nations, how they go; they fight not, neither do they produce munitions. And few if any of them justify the use of this Biblical paraphrase by being arrayed so as to shame Solomon—unless it be intellectually. Yet archivists must direct their energies to the common war effort as conscientiously as other citizens. They have, unless they cease being archivists for the time being, five categories of useful activity: (1) Protection of the cultural resources for which they are responsible against hazards of war, (2) providing from the records in their care information useful in the war effort, (3) promotion of effective records administration in governmental agencies, (4) collection and preservation of materials for study of the war enterprise, and (5) actual compilation of current narratives. This discussion is concerned with the last three, which in government are closely interwoven. Because of the concentration of attention on events in Washington and the comparative magnitude of record-making activities there, it will be devoted largely to problems of the federal government.

The present-day interest of archivists in records before they become archives represents the florescence of a phase of archival economy that has been manifested without such clear recognition for some time. The occasional implication of a skeptic that we have no concern for the way in which government agencies currently make and file records has induced me to look to archival literature for indications as to whether or not we are radical in our thought. In the truly formidable body of knowledge contained in the back issues of *THE AMERICAN ARCHIVIST*, I have found no less than eight articles in which some responsibility of the archivist for records before they reach his custody is recognized.² Such responsibility is

¹ The three papers that constitute this series of articles were read at the sixth annual meeting of the Society of American Archivists at Richmond, Virginia, October 26, 1942. A fourth, by Harry Venneman, dealt with the Budget Bureau's Committee on Records of War Administration; a revised statement on its current activities will be printed in a future issue.

² A. R. Newsome, "The Archivist in American Scholarship," *THE AMERICAN ARCHIVIST*, II (October, 1939), 217-219; Emmett J. Leahy, "Reduction of Public Records," III (January, 1940), 19; Ernst Posner, "Some Aspects of Archival Develop-

implicit in the provisions of several state laws for inspection and control of inks, paper, and filing equipment. The proposed uniform state public records act, prepared by a committee of this Society, would give the head of the state archival agency supervision over the "making, administration, and preservation" of "all public records" in a state.³ There is a consistent note throughout these documents—a desire to develop in public officials a knowledge of good record-keeping methods and an appreciation of the value of records.

Two years ago in a learned article on archival development, Ernst Posner pointed out that whereas in eighteenth century Europe the archivist was primarily a government official and during the nineteenth he was generally a scholar, the twentieth century has seen the trend swing back toward the archivist as an administrative official of government. Referring to the right of inspection possessed by archivists in some countries, Dr. Posner said: "The authority of archives administrations to examine records still in the custody of the government agencies will prove to be a first step that leads to even broader powers. If all the public records of a nation are one sole undivided *fonds*, the agencies that are destined to receive and keep them ultimately will be justified in claiming the right to give their advice as to how the files of government offices should be organized and kept from the beginning so as to insure a satisfactory original arrangement that will also be suitable for retention by the archives agencies. We may assume that gradually the archivists will become the nations' experts who must be consulted in all questions of public record making and record keeping and likewise become the trustees who will safeguard the written monuments of the past, of the present day, and of the future."⁴

Under the National Archives Act of June 19, 1934, the archivist of the United States possesses the right to inspect records in federal agencies. Broad interpretation of the responsibilities implicit in that

ment Since the French Revolution," III (July, 1940), 170-172; Philip C. Brooks, "The Selection of Records for Preservation," III (October, 1940), 221-234; Waldo G. Leland, "The Archivist in Times of Emergency," IV (January, 1941), 6-7; Christopher B. Coleman, "Some Problems of State Archival Administration," IV (July, 1941), 153-154; C. C. Crittenden, "Some Problems of State Archival Administration," IV (October, 1941), 262; and Edward F. Rowse, "The Archives of New York," IV (October, 1941), 272-273.

³ "The Proposed Uniform State Public Records Act," III (April, 1940), 115.

⁴ "Some Aspects of Archival Development," III (July, 1940), 172.

provision was given by the National Archives Council in a resolution of July 25, 1942, asking the archivist formally to call the attention of the head of any agency to unsatisfactory conditions of records management found existing in that agency.

It is more effective in the long run, of course, to achieve one's objectives through co-operation than by official complaint. The need of working with agencies was expressed four years ago by Emmett J. Leahy in a report of a committee of this Society advocating planned programs of records disposal.⁵ My own thoughts on the subject amount to an extension of those embodied in an article in the October, 1940, issue of *THE AMERICAN ARCHIVIST*, setting forth the concept of the life history of given bodies of records.⁶ That article advocated beginning as early in that life history as possible the process of selecting which records should be preserved and which eliminated.

As a matter of fact the selection process is the heart of the relationship between the archivist and the maker of archives. Planning for the transfer of certain materials to the National Archives and for the elimination of others in a regular sequence brought our staff into activities we now call "records administration" long before that actual term became current in 1941.

The growing realization that the staff was amassing a fund of knowledge concerning the management of current records, together with the ever-increasing number of calls from other agencies for information and advice, led at the beginning of this year to the formal establishment of a "records administration program" by the National Archives. This activity is officially described as one "to assist in developing throughout the Government principles and practices in the filing, selection, and segregation of records that will facilitate the disposal of or the transfer to The National Archives of records as they become noncurrent." The program encompasses the activities of all members of the professional staff having to do with records in other agencies before they are reported to the National Archives for disposal authorization or offered to it for transfer.

Operations under the program are carried on by preparing memoranda on records administration, by making studies of such general subjects as the evaluation of common types of records, by participa-

⁵ "Reduction of Public Records," III (January, 1940), 19.

⁶ "The Selection of Records," III (October, 1940), 223-226.

tion in interdepartmental enterprises, and most important, by direct co-operation with the several agencies. This co-operation is manifest in surveys, preparation of retention and disposal schedules, and consultation. In this connection the staff finds it increasingly necessary to develop special competences in filing and related techniques.

The following might be considered a fair statement of the major objectives of the program: to prepare "complete, simple, and elastic working methods in such routine matters as preparing, dispatching, filing, and destruction of correspondence and other papers . . . to develop a system which will place Government correspondence in order for the rapid separation of valuable records and documents . . . from routine correspondence and to serve as a guide in making decisions as to the classes and kinds of records that should be safely and conveniently stored in the . . . Archives Building."⁷ That quotation, however, is not from our current literature. It is from a report of the Budget Bureau's Interdepartmental Board of Simplified Office Procedure published in 1929.

Realization of such needs on the part of a group of administrative management officials suggests the intimate relationship between archival and current operational needs. The office manager was once characterized in *THE AMERICAN ARCHIVIST* as a "professional enemy."⁸ But in the same article, published three years ago, it was urged that the archivist give technical advice on "how to organize the documentation of family or business firm." The same need exists in government.

Records have usually been a concern of management engineers, even though they have not always taken archival interests into account. Archivists have been equally prone to ignore the interests of current administration. Yet the two cannot help affecting each other, and they can work together to mutual advantage. The co-operative goal was well expressed by Waldo G. Leland in his first presidential address before this Society on war activities of archivists: "I believe," he said, "that the archivist, in collaboration with the administrator, would be able to simplify and abbreviate the practices of record making, to make the completed records more useful to the administration, to render their manipulation far easier, to bring about frequent reductions of their bulk, and, finally, to make

⁷ Budget Bureau, *Eighth Annual Report* (1929), 87.

⁸ Robert C. Binkley, "Strategic Objectives in Archival Policy," 11 (July, 1939), 164.

possible their transfer to the archives establishment in condition to be readily absorbed and administered."⁹ This contribution of the archivist to current administration is one of his war services at present, and one that merits more emphasis than it has received.

Both current administrative and archival needs would be served best by the designation in each department or independent agency of the government of a competent records officer with adequate authority and staff. He should have sufficient authority to deal with other officials in planning administrative documentation. If he is to attain maximum usefulness, the records officer should advise administrators in the planning of forms and procedures so as to prevent the creation of unnecessary papers and to have records properly identified; he should study filing schemes in all their bewildering variety so as to apply them properly in diverse circumstances; he should train the personnel doing mail and records work, whether they are under his immediate supervision or not; he should know how to evaluate records from the legal and administrative points of view, depending on archivists to define research uses; and finally he should administer the whole retirement program, eliminating chaff promptly and transferring the wheat to safe custody. With a qualified and enthusiastic records officer in action, we might hope that an adequate, objective, well arranged record of the agency's war operations would be kept, rather than a chaotic mass of documents so unmanageable as to distress both archivists and potential users.

From the standpoints of breadth of jurisdiction and numbers of trained personnel, the Navy and Agriculture departments have the nearest to this ideal organization of any agencies in Washington. Although with somewhat less extensive breadth of jurisdiction and staffs, records officers in the Treasury and War departments also have been leaders in this field.

The most obvious point of liaison between the archivist and the maker of archives is the retirement of records from current use. Good current records administration produces regular schedules for periodic disposal and periodic breaks in the files for transfers of records to archival custody. These procedures greatly facilitate the war efforts of both old line and emergency agencies.

The archivist is to the government as a whole what the records

⁹ "The Archivist in Times of Emergency," IV (January, 1941), 7.

officers I have described are to individual agencies. The archivist of the United States has recently stated that the fundamental objective of the National Archives "is to make the experience of the Government and people of the United States as it is embodied in records of the Federal Government and related materials available to guide and assist the Government and the people in planning and conducting their activities."

The records of the last war fell into disorder that is well known to all of this group. Similar results in this war will be exceedingly difficult to avoid, although the prospect is somewhat brighter than it was twenty-five years ago. That is partly because of the conscious efforts being made in many agencies to establish effective current records administration. There is, however, another significant type of activity that is designed to digest the lessons of current experience.

In the last war current historical projects were conducted on a large scale; and in this conflict work of the same nature is being done. A wide variety of undertakings is in evidence. I want to dwell on this type of enterprise only long enough to point out its close affinity to records administration. Both are designed to preserve evidence of the organization and activities of agencies engaged in the war effort. Both depend upon selections from the multitudinous records currently accumulated. It is to be hoped that the current historians will avoid destroying the archival integrity of files and collecting isolated items rather than unified series. Most of them are aware of these dangers—in fact most of them are not actually engaged in collecting true record material. Nevertheless they must use official records, and their concern with the ever-changing administrative pattern of government is as great as that of the records administrator. Some records officers are taking an active share in seeing to it that important policy developments are recorded. Whether that is a proper function for a records administrator or should be performed by a separate official is a point meriting further discussion. My major purpose is to emphasize the closeness of the two functions and the need for co-operation.

It is easy, of course, to speak these generalities. The men who follow me on this program will say more about what actually is being done, and those of us who are engaged in records administration work must be daily more engrossed in details than in principles.

Certain basic tenets of archival faith are being developed in the meetings and publications of this Society through the years. I believe the legitimate interest of the archivist in records administration should become one of them. And in exercising that interest I believe the archivist can perform a useful function of government in war-time.

Current records administration is to the archivist of today what the study of diplomatics was to the archivist of earlier times—and more. Authorities on the qualifications of archivists say that archivists, in order to apply the principle of provenance, should know the methods by which records in their custody are produced.¹⁰ The complexities of modern administrative documentation have so multiplied the technical facets of filing that many persons regard it as a mysterious cult to be either feared or blandly ignored. Neither attitude is consistent with the principle that the whole life history of records is an integrated continuous entity. No period in that history can be ignored. It is inevitable that the iniquity of omitting care for records as they accumulate shall be visited upon the third and fourth generations of later administrators, archivists, research students, and society as a whole.

PHILIP C. BROOKS

The National Archives

THE CONTROL OF RECORDS

THE control of correspondence and other records occupies a prominent position in the field of management, for if they are not controlled, human effort, valuable space, and materials are wasted. You have often heard of “people keeping records.” In these times it might be changed to “records keeping people”—keeping them, in many instances, from efforts essential to the successful prosecution of the war.

The office space occupied by records is important. It has been estimated that there is enough space occupied by government records in Washington to satisfy the requirements of the Navy and War departments under present conditions. It would be most enlightening to know the relationship of space occupied by records to that occupied

¹⁰ Ernst Posner, “European Experiences in Training Archivists,” IV. (January, 1941), 37.

by office personnel on a national basis. Perhaps such a comparison would bring home to us the importance of records from a space standpoint. It is most interesting to learn that foreign countries many years ago established definite methods of records control throughout governmental agencies. The British, for example, have established retention and disposal schedules for every record throughout their entire navy. Perhaps the fact that space is much more at a premium there than in our country explains why they are ahead of us in this work.

Records consume vital materials in the form of paper and filing and storage equipment. From this point alone the elimination of the nonessential is most urgent.

There has grown up in commerce and government a misconception of the purpose of records. We often hear such awe-inspiring terms as "official records" and "formal orders." Perhaps these official records are nothing more than storeroom requisitions or routine letters that might have served their purpose a month after being written. The respect we have for all records has caused us to accumulate huge quantities of material in government and industry that have no historical or economic value.

Any phase of the control of records is interesting and profitable work. The entire subject might be divided into three separate parts for the purpose of discussion. The first phase is the effort expended to prevent unnecessary records from coming into being. This part of the subject we will discuss later somewhat in detail.

The second phase is designing the form that records are to take. While it is not my purpose to discuss at length the design of records, this part of a control program has such a bearing on filing that I would like to mention a few features. In my opinion the greatest weakness of form and system designers is their lack of understanding of filing problems and how the forms they devise affect filing. In selecting sizes of forms, for instance, the element of correct filing is often overlooked completely. Forms that are one-half inch too large to fit in standard equipment have to be filed in cabinets several inches oversize. An interesting point with respect to correct filing size is the fact that the sizes that are correct from a filing standpoint provide for the most economical consumption of paper when cutting from mill sheets and for the most efficient use of printing presses.

The weight of paper in relation to its size is important in filing. A 16-pound bond in letter size is satisfactory for filing, but if the form

is increased to $9\frac{1}{2}$ by 12 inches or 11 by 14 inches, it becomes awkward to handle and reduces filing productivity. The weight of paper used has a direct bearing on filing space. A 16-pound sheet is about three-thousandths of an inch thick, whereas a 20-pound sheet is close to four-thousandths. In translating this to the filing and storage of records it means the difference between 300 sheets and 250 per filing inch. Filing space is often overlooked by form designers when deciding on paper specifications.

The arrangement of the form is important to filing. Having the repeating references such as order numbers, alphabetical names, and other key filing factors in easy filing positions is essential. Color of paper as compared to the color of typed or reproduced impression is important from a filing standpoint.

This second phase of records control, namely, the design stage and its relationship to filing, could well be the basis of an interesting meeting between people of your profession and those engaged in industrial and accounting engineering.

The third phase of controlling records and correspondence is the determination of what material is to be filed, how long it is to be retained, and how it is to be classified and indexed.

My purpose today is to deal briefly with means of preventing unnecessary material from being created and also to suggest ways of eliminating nonessential paper work once it gets into the work flow.

One cause for the abundance of unnecessary records is the lack of control that usually exists over buying or producing new material. Almost anyone in industry or government can start a new form, circular letter, or similar material. Centralized control, divided by operations, functions, or geographic locations into units of workable size, should be a part of any well-managed organization. All requests for the introduction of new forms should clear through this control unit for careful investigation. A complete survey of the need for a new record can be made by getting true answers to six questions: (1) Why is the item needed? (2) Who needs it? (3) What will it contain or consist of? (4) When will it be required? How often? (5) Where will it be prepared or distributed? (6) How will it be prepared or produced? Proper consideration of these questions will determine quite satisfactorily whether or not the item recommended is necessary.

An interesting lesson in preventing the accumulation of records is the practice that certain mail-order houses have of returning the original order to the customer at the time of shipment. This is shocking to most business men. The mail-order houses, however, have found it more practical and economical to take the customer's word for anything that goes wrong than to maintain an elaborate order-filing system.

It is often difficult to comprehend what the introduction of a new item will require in clerical effort or space. Not only is it important to control the introduction of new items, therefore, but to prevent the expansion of present items is also of consequence. For instance, the increase of a multiple form from two to three copies may increase filing labor and space required by 50 per cent. Changing the size of a form from 8½ by 11 inches to 8½ by 14 inches increases paper consumption and space required by about 18 per cent. The Navy processes several thousand purchase orders a day. Imagine the seriousness of adding another copy to a purchase order set or increasing the size of the form.

Keeping useless forms from getting started can be very definitely controlled by having a clearing house for the approval of forms. Preventing unnecessary correspondence from being written, however, is more difficult. In business a few years ago one often heard the slogan "Put it in writing." Today Donald Nelson suggests that we transact as much business as possible via conversation, reducing to writing only the most important transactions. The telephone might be used more in replacing interdepartmental notes and memoranda. A few suggestions to reduce correspondence and circular letters might be helpful: (1) In routine matters type the reply on the letter being answered, thereby saving materials and filing space. (2) Use both sides of the paper for mimeograph, multilith, and similar duplicating work. This is an important method of saving filing space. (3) Check all mail lists to make sure they do not contain inactive names. (4) A very interesting pamphlet entitled "Correspondence and Its Management" has been prepared by the Division of Training, United States Civil Service Commission. It has some excellent suggestions for dealing with the repetitive features of routine correspondence. A copy of this pamphlet can be obtained by addressing the Civil Service Commission at Washington.

Once records are accumulated, it is difficult to cull the nonessential from the essential. Many of the larger government agencies and some industrial concerns have staffs whose prime purpose is to survey one operation after another in the search for unnecessary records and work resulting therefrom. Many plans to eliminate the unnecessary have been used. I once heard an industrial executive say: "Let's discontinue *all* records and clerical work, then gradually add back only that which can be proven to be absolutely essential and profitable." That might be very drastic but in some cases might prove to be very wise.

In the Navy the program to eliminate unnecessary paper work has already produced results. About sixty days ago we launched a plan properly sponsored by the highest authorities in the Navy Department. It is very simple. Each bureau, division, branch, section, unit, or other subdivision of the entire naval establishment, except the fleet, was furnished with two questionnaires: On one they were to list those records and reports they received that were not needed; on the other, those records and reports they prepared the value of which was questionable. These questionnaires were sent to one central point for investigation and clearance.

By the use of these two forms, we have eliminated a thousand different forms and reports and have under investigation five thousand that have been questioned either by the sending or receiving end. The point to this program is that everyone is interested in eliminating waste and results can be obtained by provoking some thought on the part of people using the material. Some examples of the type of work that has been discontinued indicate how a program of this kind can save clerical effort. By the reduction of certain reports associated with property accounting for the fleet, a saving of about ten thousand man-hours each quarter was made. A certain progress report that was prepared by all navy yards was eliminated, saving a thousand man-days per month. One of the contributing factors to the success of the Navy's campaign against unnecessary paper work is the plan adopted by the department to give cash awards for beneficial suggestions for the elimination of such work.

All of us are accustomed to the paper that we see every day without thinking about why it is necessary or who uses it. There are many men and women in industry and government today who spend much of their effort in preventing unnecessary records from enter-

ing into the work flow. Perhaps in your field of responsibility you are limited as to what you can do in eliminating records before they are started. There is, however, much you can do toward keeping useless papers from getting into the files and toward controlling the length of time records are retained. This in a sense, is the same kind of effort that is required to prevent unnecessary records from being made in the first place.

LT. COM. WILLARD F. McCORMICK

Department of the Navy

SCHEDULING THE DISPOSITION OF RECORDS

NO PROBLEMS of records administration highlighted by the present expanded activities of the federal government deserve consideration more than those relating to the disposition of records. Whoever was acquainted with the rate of records accumulation prior to the war was rightfully concerned lest the flood of records overwhelm everything and everybody in its path. Today this apprehension has become outright fear. A few examples will serve to illustrate what has happened as a result of the war.

We know, for instance, that on February 1 of this year the Navy Department had something like 16,500 four-drawer filing cabinets in use; since February 1 over 5,000 five-drawer cabinets have been issued for use in the filing of records—almost a third of the number in use eight months ago. The Bureau of Supplies and Accounts has reported also that the quantity of forms issued has almost tripled in the last year and that there will be an even greater increase next year. Certain forms show much larger increases than others: an inspection report, for instance, had a normal annual issue of 1,700,000 before the war; this year 15,472,000 copies of this form were used.

What is happening in the Navy Department is not unique; every emergency agency and most of the old line departments are suffering the same growing pains. One need only observe the number of new government buildings, temporary and permanent, erected in Washington during the past two years; the Navy Department alone has half a dozen. These buildings are all rapidly filling up with records; and something ought to be done now to plan for their future—some-

thing must be done if we are to avoid intolerable confusion at the close of the war.

The problem is one that concerns several groups: (1) The administrators and business managers—because space and equipment cost money and even more because the physical volume of records impedes action and chokes the flow of business; (2) the records officers—because they are responsible for servicing the records; (3) the archivists and others who are interested in the ultimate fate of the public records—not so much because archival institutions will be called upon to absorb and preserve the vast accumulation but rather because only a small fraction of the total accumulation deserves permanent preservation. Few greater dangers threaten the comparatively small quantity of valuable records that accumulate in government offices than the intermingling with them of huge quantities of routine and valueless material; if the important records are not actually lost in the confusion, they stand a good chance of being buried so deeply that the task of the archivist who must appraise and administer them is made doubly difficult if not impossible.

Anyone who gives the problem even limited attention doubtless will arrive at the proper solution. Commander McCormick has suggested it as the attack on the third phase of the records problem, that is, to formulate a policy of disposition that will cover all records produced or accumulated by the individual agencies. I use the term "disposition" as Dr. Brooks has defined it to mean everything that is done to records whether it be elimination, transfer to storage or to an archival institution, or reduction by microphotography.

The agencies of the federal government have in the past disposed of records by removing them to storage, transferring them to the National Archives, or destroying them. Such action, however, except in a few isolated instances, has not been based upon intelligent over-all planning; in most cases it has been motivated by space or equipment needs. Constructive planning on the basis of what should be done with records rather than sporadic, piecemeal action on the basis of what has been done to relieve a space or equipment problem is an essential in good records administration.

Such planning will result in what may be termed "schedules of disposition." A schedule of disposition is simply a listing of records with an indication of the action to be taken regarding each item listed when it is no longer needed for current administration. Although

this sounds like a fairly simple job and one that most efficiently managed organizations would long since have performed, especially since the idea is by no means new, actually less than a dozen agencies in the whole federal government have developed schedules. To regard the task of preparing a schedule of disposition as a simple one, however, is a grave error. The work involved is tedious, requiring careful attention to detail, and at times the problems involved call for the exercise of judgment of the highest order.

The most important element in the formulation of a schedule of disposition is the initial survey or inventory of the records. A review of the experience of several organizations that have recently scheduled their records indicates that the procedures followed in making the survey have varied considerably. It may prove of practical advantage to discuss some of the questions that should be answered before the survey is undertaken.

Who should initiate and conduct the survey is a preliminary question that can be disposed of at once. Logically the primary responsibility for this work rests with the agency that creates the records; its officials are the principal ones concerned with questions of space, equipment, and personnel, and they also are the ones who know why the records are produced and how they are used. If an agency is fortunate and advanced enough to have a records officer with staff functions, the responsibility is clearly his, and the archivist need only advise which records should be retained. Actually, of course, since few agencies have appointed records officers and since most chief clerks and business managers are too busy to give attention to the problem, the archivists, for their own protection, must take the initiative and sell scheduling projects to the agencies that they serve. The selling job will normally not be difficult if the salesman has clearly in mind the advantages of his product.

A second and more important question is: How should the survey be conducted? Two alternatives present themselves. The job can be assigned to an individual who by means of study and interview will collect the data necessary for the schedule; or the required information can be assembled by means of a questionnaire or survey form. Tailor-made jobs will ordinarily result in more complete schedules than those produced by questionnaire, but they do take time. The Navy Department has nearly finished an individual scheduling job for the voluminous records of the Bureau of Supplies and Accounts.

The work has been well done, but it has taken the full time of one individual for the past six months.

Time does not permit this striving for perfection, and to speed up the process the department has decided to adopt the questionnaire method. That this method will produce results is demonstrated by the work being done by the Tennessee Valley Authority and by the project conducted by Commander McCormick a few years ago for the scheduling of the records of the Carnegie Illinois Steel Corporation.

A third question is: What should the survey cover? It should cover all of the records produced or accumulated by the agency concerned at its central headquarters and field offices and it must cover them specifically file item by file item rather than by general category. General categories have a way of becoming vague categories and of avoiding problems of disposition rather than solving them. Any attempt to omit any class of records is apt to result in an unsatisfactory product. For instance, to survey only those records that can be destroyed will fail to satisfy the archivist. He cannot judge what records can safely be disposed of unless he knows what records are being kept. The survey should cover nonrecord material and non-official files as well as the official papers. Unofficial files are just as expensive to keep as official records. Often they can be eliminated after a survey has disclosed their existence. By no means should the field records be omitted. In the Navy Department the greatest overall saving in money, it is anticipated, will result from the establishment of an orderly and periodic disposal program for useless field records.

Whether the survey should cover past accumulations of records or should simply attempt to establish a policy for the present and future depends upon the individual case. If there is a large backlog of obsolete records of doubtful or unknown value, their survey may be warranted. In most government agencies, however, such backlogs will have been consigned to storage and their existence forgotten by the officials who created them. If the questionnaire method is used, it will therefore be best to omit reference to past accumulations.

Finally, the survey should cover the general correspondence files as well as the forms, plans, reports, and other items that have a definite character and a controlled use. These correspondence files constitute a special problem, however, and I shall consider them later in this discussion.

A fourth question is: What information should be collected by the survey? The answer to this question will depend again upon the results desired. A survey for archival purposes will probably require less information than one designed to serve administrative purposes in the agency. Archival agencies, for instance, would ordinarily not be vitally interested in the handling of records that are to be destroyed, say after five years. The administrator, on the other hand, pressed daily for additional office space and harassed by demands for equipment is interested in learning whether the file that has to be kept five years cannot be removed to storage after one year. The greatest immediate saving afforded by the Supplies and Accounts Bureau schedule, it seems to me, will come from a speeding up of the transfer to storage of records that have a limited life.

In general, the survey, whether it be made by individual or by questionnaire, should obtain answers to questions such as these. What is the purpose or use of the record? Where does it originate and to what offices is it distributed? Which is the official file copy? How is the record filed? What is its relationship to other records? Is it an intermediate or subsidiary item or is it an end-result record? The reasons for these questions are obvious—they are necessary to a competent appraisal of the record. Other questions can be asked concerning the size and the form of the record and the grade of the paper on which it is made. The latter item—paper grade—may be quite important even to the archivist; it may be found, as it was in the Navy Department, that the official file copy of outgoing correspondence has the least rag content of all copies produced.

The survey should also obtain the recommendations of the originating or custodial officials as to the disposition of the record. Questions such as the following will guide officials in the formulation of their opinions: Should the record be filed at all? (I have Commander McCormick's word for it that this is a very important question.) Is the record suitable for microfilming? Should it be sampled? How long is it necessary to keep the record in office files for current administrative use? How long should it be retained in storage? Does the record have sufficient value to justify its permanent retention? Should it be transferred to the National Archives? Final decisions as to the disposal or retention of federal records should naturally be made jointly by representatives of the originating agencies and the National Archives.

When the information suggested by these questions has been

assembled the preparation of the schedule itself is a matter of editing. As new forms are added or others become obsolete the schedule can easily be revised. One of the most constructive suggestions made recently in this connection is that the officials authorized to originate or approve new forms be required to decide upon the fate of the original and all copies at the time the form is devised and that this decision be incorporated into the instructions appearing on the form.

General correspondence files, as I have suggested, cannot be scheduled as easily as form material. The difficulty comes partly from the diversity and unique character of many of the papers in the files and partly from the fact that file classification schemes usually make no provision for segregation of the valueless from the important documents. It is seldom if ever practical to "weed out" the individual papers, a year or five years after the file has been created. Segregation at the time of filing is the only solution to the problem, but this presupposes, that someone either in the file rooms or at the action desks of the agency has the ability and the time to classify the correspondence as to its value before it is filed.

The Tennessee Valley Authority is, so far as I know, the only agency that has inaugurated procedures to control its volume of correspondence, and the program is frankly labeled an experiment. According to its value and importance each piece of correspondence is marked for one of the following groups: (1) That filed for thirty days, (2) that filed for one year, and (3) that filed permanently. The official who initiates or receives the correspondence is responsible for determining the class into which it is to be placed. It will be interesting to learn whether this experiment turns out successfully. Few records administrators in Washington today would have the temerity to suggest that the burden of classifying correspondence by retention periods be added to the already crowded work day of operating officials. If it were required, the job would more often be done by stenographers than by officials.

The problem is one that does not have an easy solution. When the solution is reached, I am sure, it will be the result of joint action by archivists and records officers.

Some things, however, can be done with the general files immediately. Most such files have whole categories of material, such as requests for publications, that can be scheduled for disposal. A careful

and searching study of the records received in any file room will disclose numerous comparable groups. Segregation of these to permit disposal is a simple task. It is possible also to provide for periodic breaking of files and indexes to permit transfer of the noncurrent material.

Schedules of disposition are not cure-alls. They will not solve all records problems. They are, however, indispensable as a control over the volume of material accumulated. They should, to list their advantages:

1. Establish a standard, uniform, and considered policy for the retention, transfer, and disposal of records. Responsible officials will know precisely what the status of the records situation is.
2. Provide for regularity in the retirement and disposal of useless papers from the files. Disposal will no longer depend upon the sporadic motivation of space and equipment needs.
3. Give protection to the valuable core of records that must be retained.
4. Inform archival institutions as to what material they may expect to receive.
5. Provide the records officer with an inventory that will make possible the rendering of a more complete reference service to the officials of his agency.
6. Furnish filing officials with a sound basis for the formulation of classification schemes. It seems logical that one should first decide what has to be kept for what periods of time and then proceed to the formulation of filing procedures.

ROBERT H. BAHMER

The National Archives

REVIEWS OF BOOKS

EDWARD F. ROWSE, Editor

The National Archives, Washington, D.C.

Calendar of Maryland State Papers. No. 1: *The Black Books*. *Publications of the Hall of Records Commission*, No. 1. (Annapolis, 1943. Pp. 297.)

Its problems of archival logistics apparently solved, the Maryland Hall of Records has recently turned to action on the battle front of publication. In addition to its annual reports, the fifth and sixth of which were the first to be printed, it has started a series of *Publications* of the Hall of Records Commission. On pages 125-126 of this journal (April, 1943) attention was called to No. 2 of the series, which contains an excellent guide to the holdings of the institution. Publication No. 1, unexpectedly delayed, commences the sequence of *Calendars of Maryland State Papers* with a calendar of *The Black Books*, thus named after the color of their bindings. The volume is the work of three compilers, Elizabeth W. Meade, who, from April, 1941, to September, 1942, devoted much of her time to its preparation, and Emil Fossan and Roger Thomas, who successively collaborated with her. The part of the archivist, Morris L. Radoff, has been advisory only, we are told in his preface to the volume.

Worthington C. Ford once stated in a paper "On Calendaring" (*Papers of the Bibliographical Society of America*, iv, 45) that "an entirely satisfactory calendar yet remains to be made." If anything comes close to being an ideal representative of this type of finding aid, it certainly is the calendar under review. In it, careful planning and excellent workmanship have been combined to create a product of high quality that may serve as a model for other calendaring projects. For this Maryland volume shows convincingly that the calendar may become a very useful descriptive tool if applied to material of outstanding value and limited extent.

The series of the Annapolis Black Books is indeed most suitable for being made accessible by means of the calendar technique. From the preface we learn that it comprises a conglomeration of loose papers of the colonial period of mixed provenance, bound without previous arrangement in twenty volumes before reaching the custody of the Hall of Records. A brief list of the documents included was available, but it was too primitive and too lacking in detail to spare the searcher the task of working his way through the whole series in order to find the information of interest to him. Since a rearrangement of the documents was out of the question, it was only possible to devise a descriptive medium that, by throwing the content of the volumes open, would save the searcher hours of tedious and possibly useless hunting and, at the same time, prevent great wear and tear of the records. A calendar was undoubtedly

the best tool to accomplish this worthwhile purpose. A mere index of names, places and subjects, though less time consuming, would have been far less satisfactory since it would not have enabled a user to decide with certainty which documents he actually wanted to see.

In order to guarantee the greatest possible consistency as to technique, style, and detail, a calendar should, when feasible, be the work of one person and not a joint enterprise. In the present case, however, co-operation between the three compilers has been so nearly perfect that differences of authorship are hardly noticeable in the finished product. A typical entry consists of the following elements: (1) name and title of sender and addressee or statement of the nature of the document, such as "council proceedings" or "assignment of a bond"; (2) summary of the content; (3) indication of the type of the document (draft, copy, etc.), number of pages, and size in centimeters; (4) signature or signatures; (5) cross references to related entries; and (6) references to printed items in the *Archives of Maryland* and in the *Maryland Historical Review*. Sometimes remarks revealing the administrative handling of a document are included in a special section of the entry, a very desirable practice from which the student of administrative history and of diplomatics will greatly benefit. Each of the chronologically arranged entries is accompanied by the date, on the left-hand margin, and by the calendar number on the right-hand margin, with the Black Book number by volume and item appearing beneath it. The most crucial and most controversial part of the calendar entry is of course that which contains the summary of the content of the document. From perusing the volume one gains the impression that the editors have cleverly steered a middle course between the Scylla of taking in excessive detail and the Charybdis of barely indicating the subject matter dealt with; and it would seem that, on the whole, the searcher should be able to decide on the basis of the calendar entry whether or not he ought to see the original document. The usefulness of the calendar is greatly increased by a name-place index of more than fifty pages; a brief subject index that, to some extent, can be used to determine the provenances that are represented in the Black Books; and a "Finding List," which makes it possible to discover the calendar number of a document known only by its Black Book number.

Though it is the well-established privilege of a reviewer to adorn his report by stating errors in the text and omissions in the index, the present critic does not want to follow this practice. On the contrary, he wishes to acknowledge that the number of such minor deficiencies is surprisingly small, and he wishes to congratulate the archivist of the Hall of Records and the editors of the calendar on the high quality of this contribution to the finding aids prepared by American archival agencies.

ERNST POSNER

The American University

SHORTER NOTICES

EDWARD F. ROWSE, Editor

The National Archives, Washington, D.C.

The *Eighteenth Biennial Report of the Idaho State Historical Society, 1941-42* (Boise, 1942. 104 p.), consists of a six-page report of the board of trustees of the society; a briefer report of the librarian and state historian, Mrs. Ora B. Hawkins; a varied collection of notes and articles on historical subjects; and a list of accessions. These consisted chiefly of museum and library materials but included a few territorial and state records. The *Report* considered as a whole gives a good indication of the nature and purposes of such a historical society in a pioneer state. Special emphasis is placed upon the collection of museum materials illustrative of pioneer and Indian life, but the society also, in co-operation with the various county historians (provided for by an act of the state legislature in 1931), aims to preserve manuscript and printed materials of historical interest. The society was organized as the Idaho Pioneer Historical Society in 1881, when Idaho was still a territory, with membership limited to persons who had settled in Idaho prior to 1864. In 1907 it was made a department of the state, and at that time Mrs. Hawkins was appointed librarian; the term "state historian" was added to her title in 1939.

Of particular interest in the report of the board of trustees is a description of the projected state historical building. The building appears to have been designed largely for display purposes, although provision has been made for "storerooms" in the basement. Construction had barely been begun at the outbreak of the war and had to be almost immediately suspended. This may not be as unfortunate as it no doubt seemed. By the time construction can be resumed, it may be that Idaho will have followed other Rocky Mountain states in making legislative provision for the custody and storage of archival materials and will wish to revise the plans for the building.—MARION L. RICE

For Librarians, Collectors and Scholars (The Rosenbach Company, Philadelphia and New York, 1943. Pp. 134) is not a book for archivists, as is made clear by the title. One cannot turn many pages in it before coming to a small collection of documents relating to the discovery of Australia at the astonishingly reasonable price of \$78,500. The following pages list numerous items at such attractive quotations as \$14,750 or \$18,500 or \$47,500, in fact so many of them that when one comes to a nice little item for only \$185 one is tempted to mail a check immediately.

But the matter of price is not the reason why this catalogue is not for

archivists. The sad truth is that the treasures listed therein are not archives. There is official correspondence of Franklin dealing with the ratification of the treaty of peace with Great Britain; there are letters of Adams, Jefferson, Gallatin, and Washington. There is a first edition of the printed *Return of the First Census of the United States*, whereas the Bureau of the Census had only photostatic copies of this and the two succeeding censuses to transfer to the National Archives. An unrivalled collection of original records of the Philadelphia Post Office, with letters of Franklin, Ebenezer Hazard, Jefferson, Washington, John Hancock and others, far surpasses any records of the period in the possession of the Post Office Department.

Some of the documents listed were once official records. How they got out of official custody and thus lost their archival character cannot always be known. How they can recover the latter and return to the former is even a more formidable problem. They must evidently be left to librarians, collectors, and scholars, and of these the greatest are the collectors.—ARTHUR H. LEAVITT

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

Lester J. Cappon, secretary of the Society, announces the creation of a Committee on Writings on Archives and Manuscripts consisting of Karl L. Trever, chairman, Martin Claussen, Theodore C. Pease, Ernst Posner, and Alice E. Smith. The purpose of the committee is to plan and guide the preparation of an annual list of writings in the field of archives and manuscripts. It is anticipated that the first list, covering the year July, 1942-June, 1943, will be ready for publication in the October issue of *THE AMERICAN ARCHIVIST*. Suggestions concerning the nature of the compilation and bibliographical notes descriptive of items suitable for inclusion in it may be referred to the chairman at Room 200B, the National Archives.

THE NATIONAL ARCHIVES

A bill revising existing procedure governing the disposal of certain records of the United States government is currently awaiting action by Congress. The primary purpose of the bill is to prevent the disposal of records having administrative, legal, research, and other value sufficient to warrant continued preservation by the government, and to conserve space and filing equipment by facilitating the disposal of records lacking such value. The bill is also designed to reduce the clerical work involved in, and the time required for obtaining disposal authorization. The bill, H.R. 2943, Seventy-eighth Congress, First Session, and Committee Report No. 559, House Committee on the Disposition of Executive Papers, dated June 16, 1943, are available to interested parties upon request from their representative or senator.

The National Archives has continued to receive many groups of Agriculture Department records as a result of the department's decision to transfer all its noncurrent records of administrative value and historical interest. The recent accessioning of the general files of the Bureau of Home Economics, 1917-1937, marked the completion of the transfer of the inactive central records of all the major Agriculture Department bureaus. Other accessions from the department include the general files of the Commodity Exchange Administration and its predecessor, the Grain Futures Administration, 1921-1939, the Federal Surplus Commodities Corporation and its predecessor, the Federal Surplus Relief Corporation, 1933-1940, and the Office of Civilian Conservation Corps Activities, 1933-1942.

Naval records in the National Archives are constantly being supplemented

by transfers from the department at Washington and to a lesser extent from the field. From the Navy Yard at Philadelphia have come records relating to its history and administration, including a "Waste Book," 1794-1801, containing an account of receipts and disbursements of timber, iron, rum, and money and references to some of the first ships to be built for the navy; letters from the Navy Commissioners, 1827-1831; logbooks of activities at the yard, 1841-1899; commandant's orders, 1860-1865; communications from the Secretary of the Navy, 1851, 1891-1896, and copies of letters to him, 1836-1852, 1881-1900; and navy yard and departmental orders, 1894-1913. The Philadelphia Naval Aircraft Factory has transferred a large series of correspondence, 1925-1930, on policy, organization, and administration. From the department at Washington have come the main correspondence files of the office of the secretary, 1932-1940; records of the Office of the Judge Advocate General, consisting of proceedings of general courts-martial and of courts of inquiry and boards of investigation, 1916-1930, and of examining and retiring boards, 1940-1941; correspondence and other records of the Bureau of Ordnance, 1905-1926; and microfilm copies of engineering logs, 1917-1942, of the Bureau of Ships.

Notable among other recent accessions are the general correspondence files of the office of the Secretary of the Treasury, 1822-1935; Coast Guard records, 1838-1941, consisting of vessel logs, station journals, correspondence, and fragmentary lighthouse records of Puerto Rico (1838-1890) and of the Virgin Islands (1911-1917); records of the former Consular Bureau of the State Department concerning American citizens abroad, 1914-1920; records of the former Central Bureau of Planning and Statistics, 1918-1919; including reports to the president and copies of data sent to the peace conference; records of the War Department Offices of the Surgeon General, 1928-1937, and the Chief Signal Officer, 1920-1942; and the unpublished final report of the director general of the discontinued Army Specialist Corps, 1942.

Recent publications of the National Archives designed to facilitate the work of agencies engaged in the prosecution of the war include a *Preliminary Inventory of the War Labor Policies Board Records*, compiled by Mary Walton Livingston and Leo Pascal, and three *Special Lists*: No. 3, *Records of the Bureau of Insular Affairs Relating to the United States Military Government of Cuba, 1898-1902*, and the *United States Provisional Government of Cuba, 1906-1909*, compiled by Kenneth Munden; No. 4, *Records of the Bureau of Insular Affairs Relating to Puerto Rico, 1898-1934*, compiled by Kenneth Munden and Milton Greenbaum; and No. 5, *Records of the Bureau of Insular Affairs Relating to the Dominican Customs Receivership, 1905-1940*, compiled by Kenneth Munden. These *Special Lists* are intended to facilitate the study of problems of the administration of occupied territories. Also recently issued were *Public Records Under Military Occupation*, by

Ernst Posner, and *Wartime Cataloging of Motion-Picture Film*, by John G. Bradley.

Members of the staff of the National Archives who have recently been transferred or detailed to historical specialist, records officer, or similar positions in other government agencies include Dorsey W. Hyde, Jr., special assistant to the archivist, to the War Production Board; Robert D. Hubbard, executive officer, to the Navy Department; Martin P. Claussen, of the Division of Labor Department Archives, and Nona-Murray Lucke, of the office of the Assistant Director of Records Accessioning and Preservation, to the War Department; Carl L. Lokke, of the office of Research and Records Description, to the Petroleum Administration for War; Stuart Portner, of the Division of War Department Archives, to the War Relocation Authority; and Albert H. Leisinger, Jr., of the Division of State Department Archives, and Albert Post, of the Division of Labor Department Archives, to the Board of Economic Warfare. Members of the staff who have recently entered the armed or auxiliary services include Herbert E. Angel, Frank E. Bridgers, Ernest R. Bryan, Robert Claus, Chester L. Guthrie, Fred C. Halley, Alfred C. Proulx, Charles L. Stout, and Eunice Whyte.

THE FRANKLIN D. ROOSEVELT LIBRARY

President Roosevelt has recently transferred to the library additional White House files, 1933-1941, consisting of correspondence, memoranda, reports, and other records relating to the operation and policies of federal agencies, to the interests and activities of such organizations as the American Red Cross, the United States Chamber of Commerce, the Veterans of Foreign Wars, and the American Federation of Labor, and to such diversified subjects as immigration, disasters, taxes, music, women, and the theater. The files relating to government agencies contain correspondence between the White House and federal officials on matters of policy, administration, appointments, the allocation of funds, the planning of new functions, and relations with Congress, particularly with reference to legislation. The files relating to organizations or special interests contain, for the most part, letters urging the President's support of certain measures, such as pension legislation, or policies, such as the maintenance of equal rights for women in government work. Other White House records received include memoranda of telephone calls made and received by the President and his secretaries, 1933-1934; a chronological file of telegrams sent and received by the President, Mrs. Roosevelt, and the White House staff, 1933-1939; anonymous letters, 1942; and copies of the official stenographic reports of the President's addresses and press conferences, 1942.

The President has also sent to the library a file of invitations to him to speak at various functions, copies of his replies, and programs of meetings

attended, 1913-1919. Mr. Roosevelt's varied activities as assistant secretary of the navy, as a leader of the Democratic Party, and as an advocate of the League of Nations are interestingly reflected in these papers. Campaign strategy and Democratic strength on the eve of the 1936 presidential election and the political climate of the country in 1938 are discussed in letters sent to James A. Farley as chairman of the Democratic National Committee, copies of which have also been transferred to the library by the President.

A large file of Mrs. Roosevelt's correspondence, 1933-1939, has been received from the White House. It is arranged by subjects, such as philanthropies, lectures, writings, social welfare and educational activities, and social and business affairs.

THE LIBRARY OF CONGRESS

Among recent accessions to the Division of Manuscripts of interest to archivists are the following: additional photoprints (representing 1,206 pages) of manuscripts in Spanish archives (Archivo General de Indias and Biblioteca Colombia in Seville and Archivo Histórico Nacional in Madrid), dated c. 1536 to 1635; one volume of votes and resolutions, September 2, 1777, to January 3, 1778, and letterbook, November 3, 1779, to February 6, 1782, of the Navy Board of the Eastern Department, of the Continental Congress; twenty-two letters from James Polk to Colonel Samuel H. Laughlin, pertaining to political matters, election of speaker of the House of Representatives in 1836, nomination of president and vice-president in 1840 and president in 1844, dated March 15, 1822, to July 16, 1845; journal of an unidentified field representative of the United States Christian Commission during the Civil War; twenty-four boxes of papers of the Russian Church (Greek Orthodox Catholic) in North America and the Aleutian Islands, including correspondence of Bishops Evdokim and Tikhon, dated mainly 1892 to 1917 (6,051 pieces, with list); one box of additional papers of George William Norris, dated July 6, 1942, to April 3, 1943, pertaining to political questions and including two letters from Franklin Delano Roosevelt (restricted); three volumes of papers of George Creel, consisting mainly of letters and notes by Woodrow Wilson and carbon copies of letters and notes by George Creel, written to Wilson or submitted for his opinion before publication, dated March 14, 1917, to November 26, 1918, and March 21, 1931 (restricted); nine volumes of scrapbooks of letters, documents, printed clippings, and leaflets, and two loose programs, relating to United States Liberty Loans, dated 1917 to 1919 and undated.

OFFICE OF RECORDS ADMINISTRATION, NAVY DEPARTMENT

The greatly accelerated influx of men into the naval service in the course of developing a complete two-ocean navy has caused a tremendous burden to

be placed upon those bureaus of the Navy Department more immediately concerned with the maintenance and well being of its personnel. This steadily increasing burden invariably resolves itself down to the processing, handling, and making of records which in turn requires a vastly increased office force to maintain.

In an attempt to offset one of the most troublesome and time consuming phases of operations among such bureaus—the preparation of routine correspondence and endorsements—a staff member of the Office of Records Administration was assigned to study the problem and develop a solution. From one such bureau there was obtained a copy of each outgoing letter during the course of one representative week, totaling approximately 7,850 copies. After careful study it was found that 5,350 letters, or 68 per cent, fitted naturally into forty subject content categories readily adaptable to form-letter streamlining. As a result it is possible to reduce by approximately 54 per cent the total amount of typing required for outgoing correspondence in that bureau. The remaining 2,500 letters, or 32 per cent, were found to be already fully adapted, or not adaptable to the form type of letter.

Thus it is possible to reduce the work load when the pressure is greatest, while at the same time maintaining control of, or reducing the volume of accruing correspondence records at the point of origin. Other studies are presently being made to determine the applicability and to provide for the more extensive use of form letters in the other bureaus of the department.

A microfilming project to provide film copies of the plans of a certain type of ship, together with projectors and enlarging equipment for repair activities ashore and afloat, proved so successful that it has been extended to include engine and aircraft plans, as well as those for additional classes of ships. These microfilm copies will enable the outlying bases and repair facilities to make repairs and alterations on fighting craft in a small fraction of the time previously required.

The program for the systematic retirement of records, which had previously been applied with marked success in the Bureau of Supplies and Accounts, is now being extended to the entire Navy Department, to certain field activities, and to the United States Fleet. Inventories of the records of all the bureaus in Washington have been or are being completed, and records retirement schedules will be approved in the near future for the Executive Office of the Secretary, the Bureau of Ships, the Bureau of Aeronautics, and the U.S. Coast Guard. Though the records retirement program is just getting well under way, over ten thousand cubic feet of records have already been disposed of in connection with the preparation or through the application of the schedules.

Lieutenant Herbert E. Angel, USNR, formerly assistant to the archivist of the United States, has been appointed to the staff of the Office of Records Administration as officer in charge of the archival service; Robert D. Hub-

bard, associate director, was recently enrolled as a lieutenant (j.g.) in the USNR; James R. O'Brien has joined the staff as assistant to the chief of the microfilming service.

FOREIGN NEWS

Argentina

The magazine *Informaciones Argentinas* for January 15, 1943, carries a report of the creation of an Archivo Gráfico de la Nación. In the future, all governmental agencies will be required to deposit with the Archivo Gráfico copies of photographic reproductions that are made of ceremonies, private or official, public buildings and offices, and in general, all photographs bearing any agency's "technical or documentary title." The Archivo is also authorized to receive negatives that "dependencies" of the state may desire to send to it. Copies of film produced by or at the direction of the Instituto Cinematográfico del Estado, either of an informative or of a propaganda nature, are to be sent to the Archivo. The Archivo was created for the purpose of preserving in a faithful form for the future, the official records of events relating to the life or history of the country and its institutions.

Australia

In accord with proposals made by the prime minister in a letter dated June 19, 1942, a War Archives Committee was constituted to develop a broad program for the collection and preservation of records and documents relating to the war. Its duties included "(i) to investigate the matter; (ii) to lay down broad principles to be observed by Commonwealth Departments and war-time authorities in connexion with the matter; (iii) to maintain a general supervision of such collection and preservation"; and to formulate suggestions respecting the collecting and preservation of war records within the several Australian states. The committee's report has much of interest for American archivists. The following summary appears as part of the document:

Summary of Recommendations

1. That the War Archives Committee together with the National Library and the Australian War Memorial be constituted the provisional archival authorities of the Commonwealth.
2. That the War Archives Committee include, in addition to its present number, the editor of the Official War History (is appointed) and the Acting Director of the Australian War Memorial; the Committee to be responsible for laying down guiding principles to be observed in connection with the destruction of records and the collection and preservation of archives, and for co-ordinating the archival work of the National Library and Australian War Memorial.
3. That the Australian War Memorial and the National Library be the repositories

for the archives along the lines of the allocation laid down in paragraph 17 of the attached report and be responsible for the care and custody of archives lodged with them and for keeping them in such manner as to be readily accessible to Commonwealth Departments concerned and to the Official Historian, as and when required.

4. That directions be given, under statutory authority, to Departments as to the procedure to be followed in disposing of records.
5. That a qualified "archives officer" be appointed to supervise the collection and preservation of archives lodged with the National Library and to advise and assist Departments in the disposal of their records.
6. That Ministers, ex-Ministers, overseas Envoys, Heads of Departments and of important Boards and Commissions etc., be asked to consider the entrusting of their records to the appropriate archival authority.
7. That [a] copy of this report and of the directions to Commonwealth Departments (when issued) be sent by the Prime Minister to State Premiers for guidance in connection with the treatment of war records of the States.
8. That the Defence Department be requested to make tentative arrangements with the Allied Headquarters in the South West Pacific to obtain the records, or copies thereof, for retention by the Commonwealth.

(The Committee estimates that the steps recommended would cost not more than £500 in the current year and £1,000 in the subsequent years.)

The Committee desires to suggest for the consideration of the Government that, as part of its reconstruction plans, attention be given at the appropriate time to the question of the establishment of a complete archives system with adequate staff and equipment.

South Australia (Adelaide)

From the annual report of the Libraries Board for the year July, 1941-June, 1942, we learn that when Japan entered the war, over five hundred cases and bundles of documents, embracing practically the whole of the archives, were sent by the board to public and private buildings in various parts of the country, and the Archives Department was closed on May 24, 1942. It is reported that the conversion of basements into air raid shelters has led to the pulping of immense quantities of official records, twenty-seven notices of intention to destroy having been received during the year by the department. Fortunately most of the material was considered historically useless, but all of it was examined by representatives of the department, and some series were saved from destruction. As a precautionary measure, the department undertook the production of a photographic record of city architecture, and photographs were taken of eighty-four buildings.

British Columbia

Willard Ireland, provincial archivist, is on leave serving in the Royal Canadian Air Force.

Cuba

A statement concerning the laying of the cornerstone of the new Cuban

National Archives building, October 14, 1942, has been noted in the *Mensajes de la Corporación de Bibliotecarios, Archiveros, y Conservadores de Museos del Caribe*, Año II, No. 4-7 (January-December, 1942). The president of the republic, Gen. Batista, participated in the ceremony. A photograph of the ceremony is printed in *Boletín* No. 3 (December, 1942) of the Unión Interamericana del Caribe.

Dominican Republic

A short history of the archives of the republic by Luis Rodríguez Guerra is to be found on pp. [45]-51 of *Boletín* No. 3 (December, 1942) of the Unión Interamericana del Caribe.

Great Britain

E. J. Carter, librarian of the Royal Institute of British Architects, recently visited the United States to study the situation here relative to the reproduction of scholarly material by microfilm. Mr. Carter spent some time at the National Archives and the Library of Congress.

The British Records Association has issued seven memoranda pertaining to the preservation of records. These small leaflets are titled as follows:

1. Obsolete Poor Law Records: Brief Hints on Review and Selection for Salvage (undated).
2. The Safeguarding of Parish Records (April, 1942).
3. Records: What Should We Try to Save? (May, 1942).
4. Salvage From the Solicitor's Office (August, 1942).
5. Old Parchments (October, 1942).
6. First Aid for Damaged Manuscripts (December, 1942).
7. Modern Records: What May We Destroy? (March, 1943).

The larger part of *Memorandum* No. 3 was reprinted in *THE AMERICAN ARCHIVIST*, v (October, 1942), 269-71.

Peru

Some forty thousand manuscripts and a hundred thousand books were lost when fire recently destroyed the building of the national library of Peru at Lima. Many of the documents related to the Spanish conquest, the war for independence, and the early years of the republic.

GENERAL NEWS

American funds, supplied by the Carnegie Endowment for International Peace, financed in the 1930's a card catalogue of part of the manuscript collection in the Vatican Library. By 1938 the undertaking was sufficiently well advanced to justify the publication of a set of cataloguing rules under the

title *Norme per l'Indice Alfabetico dei Manoscritti*. This product of the combined efforts of a group of experts was not widely circulated in the United States. Since its usefulness to American archivists and manuscript custodians is further limited by the language in which the manual is printed, William Jerome Wilson, a member of the staff of the Office of Price Administration, is seeking permission of Vatican authorities to translate the rules into English.

Archivists, custodians of manuscripts, private collectors of and dealers in manuscript materials will find interesting an editorial entitled "Librarians, Collectors, Dealers: Three Way Collaboration," printed in *The Collector* for March-April, 1943, by Mary A. Benjamin.

ALABAMA

The Department of Archives and History reports the appointment of Miss Sue Tippen as assistant state archivist. David L. Darden, formerly head of the maps and manuscripts section of the department, is now in the military service.

DELAWARE

By arrangement with the Delaware Archives Commission, the Delaware Historical Society has had several of its manuscript collections repaired and laminated during the last fiscal year. The manuscript collection of the society has been enriched recently by the addition of the papers of several prominent Delaware families. Among these are the Duponceau, Garesche, and Baudry papers, the Corbit Spruance Higgins papers, and the Gilpin Estate papers. The *Annual Report* of the society for the year 1942 is now available for distribution.

KANSAS

During the past year several of the state departments took advantage of the provisions of the archives law and turned over to the State Historical Society over half a million pieces of archival material. Among those depositing the greatest bulk of records were the offices of the secretary of state, the state auditor, the state Board of Agriculture, the bank commissioner, and the live-stock sanitary commissioner. A list of interesting private manuscript collections recently acquired by the society is to be found in the *Kansas Historical Quarterly* for February, 1943, p. 94.

MARYLAND

The Hall of Records has completed photostating the Frederick County Court Proceedings from 1748 to 1783; the Frederick County Accounts from

1775 to 1823; and the Prince George's County Land Records from 1649 to 1788. The originals of these volumes are now to be found at the Hall of Records and the photostat copies at the county seats. In the case of the early land records of Frederick County that are now being microfilmed the arrangement will be reversed, the county retaining the original volumes.

A collection of Maryland admiralty court records has recently been transferred to the Hall of Records. This material was formerly found at the Maryland Historical Society and in the Record Office of the Baltimore City Courthouse. By also acquiring a microcopy of Maryland admiralty court records in the Library of Congress, the Hall of Records now has all admiralty records of the state that are known to be extant.

Lloyd A. Brown, formerly curator of maps at the William L. Clements Library, is now librarian at Peabody Institute, Baltimore. William D. Hoyt, Jr., previously on the staff of the Alderman Library at the University of Virginia, is now assistant director of the Maryland Historical Society.

MICHIGAN

G. N. Fuller, secretary of the Michigan Historical Commission, reports the passage by the 1943 legislature of Senate Bill 209 amending Public Act 271 (1913) that created the commission. Under the revised provisions of Section 5 the directing authority of each governmental agency is required to present annually a list of records regarded as useless, upon receipt of which the commission is instructed to examine the records and requisition the transfer of those which have historical value. Within ten days after the transfer of all papers requisitioned by the commission, the agency notifies the State Administrative Board on the nature of the remainder for final instructions respecting destruction or other disposal of the records. School offices are included among state, county, city, village, and township offices as coming within the scope of the amended act, and records of historical value no longer in current use may be requisitioned after ten years instead of thirty years as formerly provided.

Another piece of legislation, sponsored by the commission but failing of passage, provided for an appropriation of \$100,000 for the purchase of land and the construction of the first unit of a fireproof building to house the state archives. Since the Senate unanimously favored these provisions, Mr. Fuller anticipates that the needs of the commission for adequate quarters will be considered under the recent legislation making an \$8,000,000 appropriation for certain post-war construction at state institutions.

The William L. Clements Library has just accessioned the business, family, and bibliographical correspondence of George Brinley and George Brinley, Jr. The elder Brinley was a prosperous New England merchant with wide connections, and his son became famous as a collector of Americana.

The library now has available for free distribution a pamphlet describing its recent exhibition of Jefferson material. Colton Storm is the new curator of maps at the library, succeeding Lloyd A. Brown.

MINNESOTA

Among the accessions to the Minnesota Historical Society listed in the March, 1943, issue of *Minnesota History* are: Some papers of Charles N. Berry, first attorney general of the state; seventy-one account books of the firm of T. B. Sheldon & Co., grain commission dealers and coal merchants at Red Wing, 1808-1914; papers of Olin D. Wheeler, a member of the survey of the Rocky Mountain region directed by Maj. J. W. Powell; papers relating to the history of the aerial bridge at Duluth, 1870-1936, and to the St. Paul Charter Commission, 1901-1920; additional records of the St. Paul Fire Insurance Patrol.

The University of Minnesota Archives Committee, headed by Raymond A. Jackson of Minneapolis, is collecting material relative to the history of the university. Suitable quarters are to be provided by the university for the collection as it develops.

MISSOURI

The *Missouri Historical Review* for April, 1943, announces that the Rockefeller Foundation has provided a grant of \$15,000 for a project to add to the present available collections of source material on western history. This project, designed to make Missouri a center of research in the history of the culture of the western prairie and great plains region, will be the collection of personal accounts of travelers, letters, diaries, newspapers, magazines, business and church records, and personal memoirs. The department of history of the University of Missouri, the State Historical Society of Missouri, and the University of Missouri library will co-operate in expanding the present collections of primary data. The program will be under the supervision of William Francis English, assistant professor of history at the university. He will serve as field man for the project to canvass business houses, old Missouri families, and professional and social organizations to locate valuable manuscripts relating to Missouri's past as well as to the whole field of western history. An effort will be made to obtain these manuscripts as gifts, but where outright gifts cannot be obtained and the material is of unusual significance, an attempt will be made to secure a copy on microfilm for preservation. In other cases ownership will remain with the individual family but the data may be stored in the microfilm files of the State Historical Society and university libraries.

NORTH CAROLINA

The 1943 General Assembly voted to change the name of the North Carolina Historical Commission to the North Carolina State Department of Archives and History. The department has accessioned recently ten additional volumes of records of the clerk of the court in Orange County, 1786-1857. These include Court of Equity records, Superior Court minutes (Hillsborough District), appearance and trial dockets, inventories, and guardian accounts.

Miss Charlie Huss has been appointed to serve as the department's collector of war records, succeeding Elmer D. Johnson, resigned, while Mrs. Ellen M. Rollins is to succeed Miss Geraldine Coburn, also resigned, as collector of records for the Hall of History.

TEXAS

The Dallas Historical Society announces the acquisition of the personal papers of William Lewis Cabell, Brigadier General, C.S.A.

VERMONT

Mr. Earle W. Newton, director of the Vermont Historical Society, reports that the legislature recently in session provided for a reconstitution of the membership of the state Public Records Commission, made an appropriation to expedite its work, and authorized the preparation of plans for the economical central arrangement of space, equipment, and personnel necessary for the care of the state's noncurrent records.

The new legislation establishes the membership of the commission as the secretary of state, the chairman of the board of directors of the historical society, adding the director of the society and the state librarian as new members, and one other appointed member in place of the three members formerly appointed. A public records examiner will be appointed to work under the direction of the commission in determining the special requirements of a centralized archives program for the state and to carry out the work assigned to the commission. The commission will report to the legislature at its next session a plan for a state archives on the basis of the findings of the public records examiner.

WYOMING

An act of the recent session of the legislature has made provision for the work of the State Historical Department of Wyoming as the state's archival agency. The procedure governing the disposal or transfer of records is outlined and the state historian or his deputy is authorized to examine state

records for the purpose of determining their historical value and promoting their safety and preservation. County records may be centralized upon approval of the boards of county commissioners and the librarian of the county library; where there is no county librarian the county superintendent of schools is to be consulted. The attorney general is empowered to retrieve, by replevin, "any public records which were formerly part of the records or files of any public office of the Territory or State of Wyoming." Copies of records in the custody of the historical department are given full legal force comparable to the certification of the original custodian of the records.